



Business Card Request Form

Business cards may be provided to employees:

1. Whose job requires regular interaction with representatives of federal agencies; other contractors; state, local, or foreign governments; private industry; or the general public and
2. For whom a business card would facilitate prompt and efficient communication with such individuals and entities as a representative of Berkeley Lab for DOE.

The printing of these cards must be handled by CSO's Printing and Duplicating Services and will be printed following DOE regulations through the Government Printing Office (GPO). The policy may be found in the RPM S§1.21(C) and viewed on the Web at: www.lbl.gov/Workplace/RPM/R1.21.html

PLEASE FOLLOW THESE GUIDELINES:

For obtaining camera-ready art:

On page 2 of this form, provide the information you want in the right-hand column of the sample you choose.

1. Have your request reviewed and authorized by your Division Head or designee.
2. Mail the request form to CSO, MS 46-125, fax it to x5333, or email it to bizcards@lbl.gov
3. Your camera-ready art will be emailed to you for proofing.
4. Proof your camera-ready art carefully, and sign off on a proof prior to printing.

PRINTING OPTIONS:

- ☐ **OPTION 1:** 250 cards will be delivered to the requestor's mailstop.
- ☐ **OPTION 2:** Camera-ready copy, without the DOE disclaimer, will be sent to you for printing at your cost.

Requested by: _____
NAME MAILSTOP DATE

Authorized by: _____
DIVISION HEAD OR DESIGNEE SIGNATURE PRINT NAME DATE

The purpose of this approval is to comply with the California Education Code, which prohibits use of the University's name without permission from the Laboratory Director or his designee, and to avoid possible misrepresentation of the University or the Laboratory.

Account Number: _____ **Division:** _____

Artwork is provided at your request by the Creative Services Office (CSO), x6600


This Business Card Request Form can be obtained via the CSO website: www.lbl.gov/LBL-PID/CSO/cso/cso_downloads.html

BUSINESS CARD SAMPLES

(See instructions on reverse side)


Sample 1 (*one-line title, one address*)

(Please fill in appropriate information)


	ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY
JOHN DOE Staff Scientist	
One Cyclotron Road Berkeley, California 94720 Tel: 510.486.4000	jdoe@lbl.gov
<small>OPERATED BY THE UNIVERSITY OF CALIFORNIA FOR THE U.S. DEPARTMENT OF ENERGY.</small>	

Fonts: Bank Gothic BT & Garamond

Sample 2

	ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY
JANE DOE Staff Scientist Division	
One Cyclotron Road, MS: 50A-444 Bldg. 50A Room 4119 University of California Berkeley, California 94720	Tel: 510.486.4000 Fax: 510.486.4000 jdoe@lbl.gov
<small>OPERATED BY THE UNIVERSITY OF CALIFORNIA FOR THE U.S. DEPARTMENT OF ENERGY.</small>	

Sample 3 (*Two affiliations*)

	ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY
JOHN DOE	
Director, Center for X-ray Operations One Cyclotron Rd., MS 50/444 Berkeley, California 94720 Tel: 510.486.4000 Fax: 510.486.4000 jdoe@lbl.gov	Professor of Engineering Donner Hall, Rm 222 University of California Berkeley, California 94720 Tel: 510.486.6000 Fax: (510) 486-6000 jdoe@lbl.gov
<small>OPERATED BY THE UNIVERSITY OF CALIFORNIA FOR THE U.S. DEPARTMENT OF ENERGY.</small>	